

# Historic Resources Specialist Senior

## HISTORIC PRESERVATION DIVISION

*To apply for this position online, please go to the Mississippi State Personnel Board at [www.mspb.ms.gov](http://www.mspb.ms.gov) and submit an e-application. If you need more information about the application process please contact 601/576-6866.*

**STARTING ANNUAL SALARY: \$40,800.00**

**DEADLINE FOR RECEIVING APPLICATIONS: Friday, November 28, 2016**

This position involves work that is professional in nature. The incumbent serves as the Intergovernmental Review Coordinator in the Historic Preservation Division of MDAH. The primary responsibility of the position is to coordinate the review of federal undertakings to determine effects to historic or cultural resources and to provide comments in accordance with Section 106 of the National Historic Preservation Act of 1966. Work involves consultation with federal, state and local governments, cultural resource professionals and applicants regarding projects with the potential to affect cultural resources. The position requires coordination with archaeological, architectural and technical preservation staff to make and communicate assessments of eligibility and the effect of proposed projects on eligible cultural resources. The work requires a high degree of independent judgment in the interpretation, application and enforcement of statutes, rules, regulations and policies related to historic preservation. Applicant should have excellent communication skills, be proficient in Microsoft Office, and familiar with databases, Geographic Information Systems (GIS) and other mapping tools.

Additional responsibilities include the development of strategic planning objectives related to review and compliance; development of programmatic agreements, memoranda of agreement and memoranda of understanding in consultation with federal, state and local governments; and compliance with the annual Historic Preservation Fund grant application.

A basic knowledge of the National Historic Preservation Act and experience with National Environmental Equity Act (NEPA) compliance is strongly preferred.

**Education and experience must meet one of the following criteria:**

- Master's Degree from an accredited four-year college or university; AND two (2) years of special experience defined below.
- Bachelor's Degree from an accredited four-year college or university; AND three (3) years of special experience as defined below.

MDAH is an Equal Opportunity Employer.